



USAID | SOUTH SUDAN

FROM THE AMERICAN PEOPLE

ANNOUNCEMENT NO: VA-15- 17 (Juba)

OPEN:

To all South Sudanese Nationals.

Current Mission employees serving a probationary period are not eligible to apply.

POSITION:

Accountant

OPENING DATE:

Wednesday : August 19, 2015

CLOSING DATE:

Wednesday: September 02, 2015 - max. 4:30 p.m.(South Sudan time)

WORK HOURS:

Full-time; 40 hours/week

POSITION GRADE:

Full performance grade level for this position is: FSN-10. (\$21,680-\$32,516) A training grade level, below FSN-10 may be established depending on the education and relevant work experience of the applicant. Base Salary Range will be commensurate with established salary history, qualification, and relevant work experience.

The United States Agency for International Development (USAID) Juba, South Sudan is seeking applications for the position of Accountant in the Finance Office.

JOB SUMMARY:

The Accountant is responsible for a variety of financial management tasks on the budgeting and accounting aspects of the USAID/South Sudan's Operating Expenses (OE) as well as development assistance program and internal operations. S/He assists the Chief Accountant, Deputy Controller, and Controller in developing and implementing procedures to ensure that obligations do not exceed funds available as well as the appropriate budgeting. S/He is responsible for preparing the periodically required financial reports and ensures the timely submission and accuracy of accrual data for operating expenses funds. The incumbent reports to the Chief Accountant and is expected to carry out his/her responsibilities with minimal guidance from Alternate Service Provider (ASP) Accountant.

MINIMUM QUALIFICATIONS REQUIRED

EDUCATION: University degree in accounting is required. A CPA or ACCA certificate is desired.

EXPERIENCE: At least three years of previous experience in professional accounting, accounts payable, bookkeeping, or closely related financial management work is required, of which at least two years should be in an international organization financial operation.

LANGUAGE: Level 4 (fluent) in spoken and written English is required.

Knowledge: A thorough knowledge and understanding of professional accounting principles, theories, practices and terminology. Knowledge of computer spreadsheets, databases and reporting is required.

Abilities and Skills: Ability to analyze accounting processes and identify practices and procedures that require correction or modification. Must be able to formulate recommendations for maintaining accounting systems in a high state of efficiency and good analytical ability to discern the propriety of financial documents. Ability to analyze or supervise the analysis of a range of activity transaction documents to ensure that they follow USG regulations and are properly maintained in the Mission's records system. Ability to plan, coordinate and direct the functions of the Budgeting and Accounting Team with demonstrable supervisory, analytical and decision-making skills. Skill in communicating effectively with non-accounting personnel in explaining requirements. Computer literacy including the use of a variety of standard, Agency and USG programs such as MS Word, Excel, Access,

Phoenix, and other Agency or USG programs, etc. Must have advanced writing skills and be able prepare complex memos/letters to clients and partners.

HOW TO APPLY

Applicants are required to submit an application package, along with a cover letter of interest, which clearly describes individual's qualifications for this position, and their CV. In addition, applicants should submit Form DS-174. This form is available on the US Embassy web site: http://southsudan.usembassy.gov/job_vacancies.html. Options for submission of application materials:

1. To USAID/South Sudan by email at jubahr@usaid.gov
Subject line: Engineer (Construction)
OR
2. Deliver one copy to USAID/South Sudan, Juba. Application box is inside the first entry door at the U.S. Embassy.

Your application may not be considered without all of these aspects included.

A strong and clear cover letter expressing reasons for interest in the position and describing candidate's qualifications and contributions which they can provide to USAID/South Sudan operations is required. The successful applicant must be able to obtain and retain the required USAID medical and security clearances. Please note that only short listed candidates will be contacted for an interview.

Required Documents:

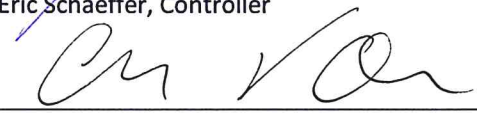
1. Cover Letter of Interest (including vacancy # of the position)
2. An up-to-date resume/C.V
3. USAID Application Form DS-174 (to be filled out completely)

Note:

1. Only short-listed candidates will be notified.
2. This vacancy is only open to nationals of South Sudan.
3. Application submission without the required Form DS-174, and supporting documents will not be considered.
4. No in-person appointments or telephone calls will be entertained.

It is the policy of the United States Government to ensure equal employment to all persons without regard to race, color, religion, sex, national origin, age disability or sexual orientation.

Cleared: 
Eric Schaeffer, Controller

Approved: 
Charles Drilling, Supervisory Executive Officer


Date: 8/18/15


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